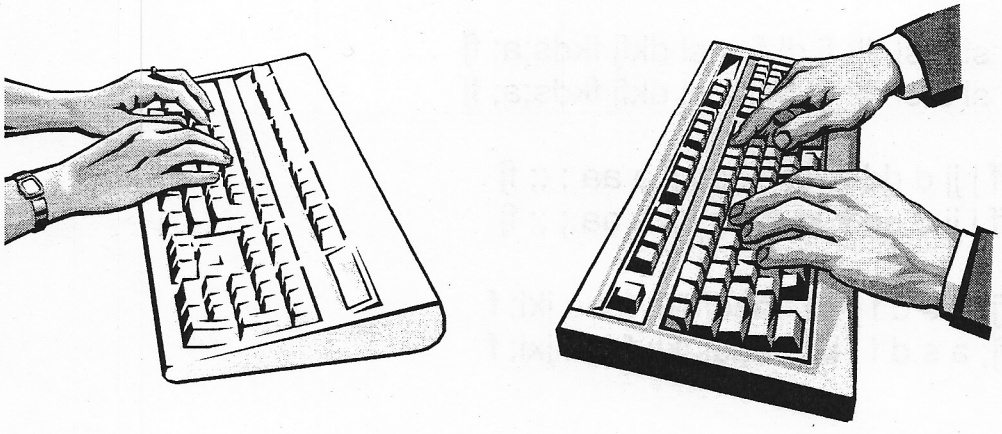
Keyboarding

Drills



KEYBOARDING DRILLS FOR ACCURACY

Instructions:

1. Type each line two times (*as is in the example below*)
2. Proofread and fix errors. Print.
3. Proofread your written copy. Circle any additional errors.
4. Fix these errors and reprint.

Lesson 1

a a; al ak aj s s; sl sk sj d d; dl dk dj
a a; al ak aj s s; sl sk sj d d; dl dk dj

j ja js jd jf k ka ks kd kf l la ls ld lf
j ja js jd jf k ka ks kd kf l la ls ld lf

a; sl a;sl dkfj a;sl dkfj a;sldkfj asdf jk
a; sl a;sl dkfj a;sl dkfj a;sldkfj asdf jk

a; sl a;sl dk fj dkfj a;sl dkfj fkds;a; fj
a; sl a;sl dk fj dkfj a;sl dkfj fkds;a; fj

f ff j jj d dd k kk s ss l ll a aa ; ;; fj
f ff j jj d dd k kk s ss l ll a aa ; ;; fj

afj; a s d f j k l ; asdf jkl; fdsa jkl; f
afj; a s d f j k l ; asdf jkl; fdsa jkl; f

Lesson 2

ff ss kk dd fs ks ds sk lf as fa ll kk ff lk fl kl
ff ss kk dd fs ks ds sk lf as fa ll kk ff lk fl kl

as as ad ad fad fad al all fall fall lass jak jaks
as as ad ad fad fad al all fall fall lass jak jaks

a lass; ask dad; all lads; add all; all fall; dads
a lass; ask dad; all lads; add all; all fall; dads

a lad; a lad asks; lads ask dad; adds all; ask all
a lad; a lad asks; lads ask dad; adds all; ask all

as as ask ask ad ad add dad a ja jak jak ad ad add
as as ask ask ad ad add dad a ja jak jak ad ad add

ki ik ki ik di si li ia is if ji id ia il ik li id
ki ik ki ik di si li ia is if ji id ia il ik li id

ki ik ki ik di si li ia is if ji id ia il ik li id
ki ik ki ik di si li ia is if ji id ia il ik li id

as is; if ad; aid jak lid fad sad jak ail if a lad
as is; if ad; aid jak lid fad sad jak ail if a lad

aid laid said did jak flak is id if dial disk jaks
aid laid said did jak flak is id if dial disk jaks

if a lad; a jail; is silk; is ill; a dias; did aid
if a lad; a jail; is silk; is ill; a dias; did aid

aid jak lid fad sad jak ail if a lad; as if; if ad
aid jak lid fad sad jak ail if a lad; as if; if ad

Lesson 3

if is as an ad el and did die eel fin fan elf lens
if is as an ad el and did die eel fin fan elf lens

as ask id lid kid and aide aid el eel feel ilk skis
as ask id lid kid and aide aid el eel feel ilk skis

ail fail aid did ken ale led an flan inn inns alas
ail fail aid did ken ale led an flan inn inns alas

le le led led ad ad fad fad al al all all fall ale
le le led led ad ad fad fad al al all all fall ale

ail fail aid did ken ale led an flan inn inns alas
ail fail aid did ken ale led an flan inn inns alas

as as ask ask ad ad lad lad id id lid lid kid kids
as as ask ask ad ad lad lad id id lid lid kid kids

and and land land el el elf elf self self ail nail
and and land land el el elf elf self self ail nail

ask a lass; as a dad a fall fad as all ask; sad ad
ask a lass; as a dad a fall fad as all ask; sad ad

as a jak; as a lass ask dad as a lad; as a fall ad
as a jak; as a lass ask dad as a lad; as a fall ad

is as if; is a disk aid all kids did ski is a silk
is as if; is a disk aid all kids did ski is a silk

skis skid is a kid sid did fail if a dial laid lid
skis skid is a kid sid did fail if a dial laid lid

as kale sees a lake elf fled as a deal sell a sled
as kale sees a lake elf fled as a deal sell a sled

sell a lead seal a deal feel a leaf as a jade sale
sell a lead seal a deal feel a leaf as a jade sale

Lesson 4

Nan had a sale;
Nan had a sale;

He did see Hal;
He did see Hal;

Lee has a desk;
Lee has a desk;

Ina hid a dish;
Ina hid a dish;

Lesson 5

Kent said that half the field is idle in the fall
Kent said that half the field is idle in the fall

Lana said she did sail her skiff in the dark lake
Lana said she did sail her skiff in the dark lake

All is still as Sarah and I fish here in the rain
All is still as Sarah and I fish here in the rain

I still see a red ash tree that fell in the field
I still see a red ash tree that fell in the field

I had a kale salad;
I had a kale salad;

Elia ate his steak;
Elia ate his steak;

and Dina drank tea.
and Dina drank tea.

Lesson 6

Using the shift keys: Press and hold shift; strike the key; release both keys.

Fiji, Don, Cara, and Ron will see East Creek soon.
Fiji, Don, Cara, and Ron will see East Creek soon.

Kane Losh and Janet Hart will join Nan in Rio Ono.
Kane Losh and Janet Hart will join Nan in Rio Ono.

Renee took a class at noon; call her at Lann Hall.
Renee took a class at noon; call her at Lann Hall.

Ed and Anne saw three deer flee across Wood Creek.
Ed and Anne saw three deer flee across Wood Creek.

Lesson 7

Barb and Bret took an old black robe and the boot.
Barb and Bret took an old black robe and the boot.

Walt saw a wisp of white water renew ripe peppers.
Walt saw a wisp of white water renew ripe peppers.

Pat picked a black pepper for the picnic at Parks.
Pat picked a black pepper for the picnic at Parks.

a an pan so sot la lap ah aha do doe el elf to tot
a an pan so sot la lap ah aha do doe el elf to tot

bow bowl pin pint for fork forks hen hens jak jaks
bow bowl pin pint for fork forks hen hens jak jaks

chap chaps flak flake flakes prow prowl work works
chap chaps flak flake flakes prow prowl work works

is in a as it is or if as a is on a to do it is so
is in a as it is or if as a is on a to do it is so

is for did it is the we did a and so to see or not
is for did it is the we did a and so to see or not

as for the as for the and to the to see it and did
as for the as for the and to the to see it and did

Lesson 8

gf nj ng gin gin rig ring go gone no nog sign hung
gf nj ng gin gin rig ring go gone no nog sign hung

to go|to go|go on|go in|go in|to go in|in the sign
to go|to go|go on|go in|go in|to go in|in the sign

I said to enter Ga. for Georgia and Id. for Idaho.
I said to enter Ga. for Georgia and Id. for Idaho.

?; ?;? who? when? where? how? what? who? Is it I?
?; ?;? who? when? where? how? what? who? Is it I?

Did Reno jog to the new sign at the lake? Did Jo?
Did Reno jog to the new sign at the lake? Did Jo?

Did Ti look for a sharp thorn, a cobweb, or a saw?
Did Ti look for a sharp thorn, a cobweb, or a saw?

Lesson 9

fg gn gun gun dig dig nag snag snaf sign grab grab
fg gn gun gun dig dig nag snag snaf sign grab grab

Georgia hung a sign in front of the union for Gib.
Georgia hung a sign in front of the union for Gib.

ju juj uj cu cue cut cut cute cute tuck tucks cuts
ju juj uj cu cue cut cut cute cute tuck tucks cuts

Chuck and Jo can check accurate accident accounts.
Chuck and Jo can check accurate accident accounts.

nj nj nu nun mint mint mend mend man union minimum
nj nj nu nun mint mint mend mend man union minimum

Emma Max expressed an aim to make a mammoth model.
Emma Max expressed an aim to make a mammoth model.

Lesson 10

Is Gregg urging Gage to ship eggs to Ragged Gorge?
Is Gregg urging Gage to ship eggs to Ragged Gorge?

Dixi expects Bix to fix her tax bill on the sixth.
Dixi expects Bix to fix her tax bill on the sixth.

It is unusual to house unused units in the bunker.
It is unusual to house unused units in the bunker.

Barb Robbes is the barber who bobbed her own hair.
Barb Robbes is the barber who bobbed her own hair.

Pepe prepared a pepper salad for a special supper.
Pepe prepared a pepper salad for a special supper.

Lesson 11

Make the return snappily
Make the return snappily

and with assurance; keep
and with assurance; keep

your eyes on your source
your eyes on your source

data; maintain a smooth,
data; maintain a smooth,

constant pace as you key.
constant pace as you key.

us me it of he an by do go to us if or so am ah el
us me it of he an by do go to us if or so am ah el

Have you a pen? If so, print "Free to any guest."
Have you a pen? If so, print "Free to any guest."

Juan Colon will see Lyle Branch in Oak Creek Park.
Juan Colon will see Lyle Branch in Oak Creek Park.

Mo, Lucy, and Sky left for Moncton, New Brunswick.
Mo, Lucy, and Sky left for Moncton, New Brunswick.

Lesson 12

bf bf fab fab ball bid rf rf rib rib fibs bums bee
bf bf fab fab ball bid rf rf rib rib fibs bums bee

Did Buffy remember that he is a brass band member?
Did Buffy remember that he is a brass band member?

za za zag zig zip yj yj jay eye day lazy hazy zest
za za zag zig zip yj yj jay eye day lazy hazy zest

Liz amazed us with the zesty pizza on a lazy trip.
Liz amazed us with the zesty pizza on a lazy trip.

qa qa quo qt. quit quay quam quarm que uj jug quay
qa qa quo qt. quit quay quam quarm que uj jug quay

Where is Quito? Qatar? Boqueirao? Quebec? Quilmes?
Where is Quito? Qatar? Boqueirao? Quebec? Quilmes?

vf vf valve five value mj mj ham mad mull mass vim
vf vf valve five value mj mj ham mad mull mass vim

Vito, enter the words vim, vivace, and avar; save.
Vito, enter the words vim, vivace, and avar; save.

I faced defeat; only reserves saved my best crews.
I faced defeat; only reserves saved my best crews.

In my opinion, I need to rest in my reserved seat.
In my opinion, I need to rest in my reserved seat.

Holly created a red poppy and deserves art awards.
Holly created a red poppy and deserves art awards.

My pump averages a faster rate; we get better oil.
My pump averages a faster rate; we get better oil.

Lesson 13

at fat hat sat to tip the that they fast last slat
at fat hat sat to tip the that they fast last slat

or red try ran run air era fair rid ride trip trap
or red try ran run air era fair rid ride trip trap

A trainer sprained an arm trying to tame the bear.
A trainer sprained an arm trying to tame the bear.

am me my mine jam man more most dome month minimum
am me my mine jam man more most dome month minimum

no an now nine once net knee name ninth know never
no an now nine once net knee name ninth know never

Many men and women are important company managers.
Many men and women are important company managers.

on or to not now one oil toil over only solo today
on or to not now one oil toil over only solo today

it is in tie did fix his sit like with insist will
it is in tie did fix his sit like with insist will

Joni will consider obtaining options to buy coins.
Joni will consider obtaining options to buy coins.

at an as art has and any case data haze tart smart
at an as art has and any case data haze tart smart

us as so say sat slap lass class just sassy simple
us as so say sat slap lass class just sassy simple

Disaster was averted as the steamer sailed to sea.
Disaster was averted as the steamer sailed to sea.

we he ear the key her hear chef desire where there
we he ear the key her hear chef desire where there

it is in tie did fix his sit like with insist will
it is in tie did fix his sit like with insist will

An expression of gratitude for service is desired.
An expression of gratitude for service is desired.

Lesson 14

a an it been copy for his this more no office please service
a an it been copy for his this more no office please service

our service than the they up was work all any many thank had
our service than the they up was work all any many thank had

business from I know made more not me new of some to program
business from I know made more not me new of some to program

such these two with your about and have like department year
such these two with your about and have like department year

by at on but do had in letter most now one please you should
by at on but do had in letter most now one please you should

their order like also appreciate that there gentlemen letter
their order like also appreciate that there gentlemen letter

be can each had information letter may make now only so that
be can each had information letter may make now only so that

them time use which am other been send to enclosed have will
them time use which am other been send to enclosed have will

Lesson 15

After May 18, French 050 meets in Room 185 at 10 a.m. daily.
After May 18, French 050 meets in Room 185 at 10 a.m. daily.

Read pages 5 and 8; duplicate page 18; omit pages 50 and 51.
Read pages 5 and 8; duplicate page 18; omit pages 50 and 51.

We have Model 80 with 10 metres or Model 180 with 15 metres.
We have Model 80 with 10 metres or Model 180 with 15 metres.

Between 8 and 10 that night, 5 of us drove to 580 Park Lane.
Between 8 and 10 that night, 5 of us drove to 580 Park Lane.

Flight 5 left Toronto at 1 on May 3; it landed in Lima at 8.
Flight 5 left Toronto at 1 on May 3; it landed in Lima at 8.

Lesson 16

above again before call cost day feel further good how get
above again before call cost day feel further good how get

account amount before check could sure hope cost used give
account amount before check could sure hope cost used give

days find future help however its mail might every because
days find future help however its mail might every because

percent present request see special then through necessary
percent present request see special then through necessary

under well additional area being city could due get number
under well additional area being city could due get number

help insurance just mail month need plan interested return
help insurance just mail month need plan interested return

state those upon what after complete present wish same its
state those upon what after complete present wish same its

available best course during form hope interest let matter
available best course during form hope interest let matter

materials much next people policy prices receives possible
materials much next people policy prices receives possible

school want forward above into information letters however
school want forward above into information letters however

Lesson 17

My staff of 18 worked 11 hours a day from May 27 to June 12.
My staff of 18 worked 11 hours a day from May 27 to June 12.

There were 5 items tested by Inspector 7 at 4 p.m. on May 8.
There were 5 items tested by Inspector 7 at 4 p.m. on May 8.

Please send her File 10 today at 8; her access number is 97.
Please send her File 10 today at 8; her access number is 97.

Car 47 had its trial run. The qualifying speed was 98 kmph.
Car 47 had its trial run. The qualifying speed was 98 kmph.

The estimated score? 485. Actual? 190. Difference? 295.
The estimated score? 485. Actual? 190. Difference? 295.

Lesson 18

he el id is go us it an me of he of to if ah or bye do so am
he el id is go us it an me of he of to if ah or bye do so am

Did she enamel emblems on a big panel for the downtown sign?
Did she enamel emblems on a big panel for the downtown sign?

kin are hip read lymph was pop saw ink art oil gas up as mop
kin are hip read lymph was pop saw ink art oil gas up as mop

Barbara started the union wage earners fee in Nelson in May.
Barbara started the union wage earners fee in Nelson in May.

upon than eve lion when burley with they only them loin were.
upon than eve lion when burley with they only them loin were.

It was the belief of my neighbour that we may work as usual.
It was the belief of my neighbour that we may work as usual.

Lesson 19

Six or seven older players were cut from the 37 – member team.
Six or seven older players were cut from the 37 – member team.

I have 2 of 14 coins I need to start my set. Kristen has 9.
I have 2 of 14 coins I need to start my set. Kristen has 9.

Of nine 24 –ton engines ordered, we shipped six last Tuesday.
Of nine 24 –ton engines ordered, we shipped six last Tuesday.

Shelly has read just one-half of about forty–five documents.
Shelly has read just one-half of about forty–five documents.

The six boys sent well over two hundred printed invitations.
The six boys sent well over two hundred printed invitations.

One or two of us will be on duty from two until six o'clock.
One or two of us will be on duty from two until six o'clock.

The meeting begins promptly at 9. We plan 4 sessions.
The meeting begins promptly at 9. We plan 4 sessions.

The 3-person crew cleaned 6 stands, 12 tables, and 13 desks.
The 3-person crew cleaned 6 stands, 12 tables, and 13 desks.

The 3d meeting is at 3 o'clock on Friday, February 2.
The 3d meeting is at 3 o'clock on Friday, February 2.